



Washington State Criminal Justice Training Commission

Hostage Negotiation #0520-1

September 12-16, 2011

Kennewick, WA

STUDENT INSTRUCTIONS

Arrival: You are requested to report on Monday, **September 12, 2011** to Kennewick Police Department, 211 W. 6th Ave, Kennewick, WA 99336. **Classroom hours are M-Thurs 8am-5pm, Friday 8am-Noon.** Please bring a copy of your acceptance letter to class with you. The acceptance letter is required for admittance to this class.

Travel/Meals & Lodging: Are the responsibility of the agency/applicant.

Costs: **\$50, to be billed after the class has concluded. Please, do not bring payment of any kind.**

Attire: **Business Casual** attire is appropriate for classroom wear. *Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.*

Note-Taking: Note-taking items such as notebook paper, pens, and pencils, will **not** be made available at the training site, and are the responsibility of each attendee.

Smoking: Smoking is permitted only in designated areas outside the building.

Telephone: You should advise your family and agency of how to reach you at the training facility in the event of an emergency. Please have caller identify the class, **by name**, that you are attending.

EMERGENCY ONLY: (509)582-1358 Duane Kist

Telephone messages will be given to the Program Supervisor (hosting agency training officer) who will deliver the message to the student.

Firearms: Firearms will not be used in this course.

Attendance: Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve **any** time out of class.

Cancellation Guidelines: If for any reason it becomes necessary to cancel this application, please advise by email at registrar@cjtc.state.wa.us no later than **September 5, 2011**, to avoid late cancellation fees. **Your agency will be billed \$50.00 for late cancellations and No shows. No exceptions will be made.**

**Responsibility
for Injuries:**

Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.